

Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room # 168)

Date: 5/9/02

Members Present:

Jerry Foropoulos, NMT-DO
David Hobart (Chair), C-AAC
Bill Robertson, IM-2
Lonnie Theye (Vice-Chair), NMT-DO
Sheila Wasfey, HSR-IM

LANL Representatives
Danny Valdez, DV
Kurt Steinhaus, STB-EPO
Mindy Mendez, STB-EPO
Kari Lier, STB-EPO
Barbara Pacheco, HR
Carol Beaulieu, HR

The meeting was called to order by Dave Hobart, at 8:02am.

General:

Mindy M. presented an exception.

Sheila W. read the 4/25 meeting minutes.

Student HR Issues:

HR will update SPAC on the status of the automatic PAs. The most trouble they are having is with students changing programs (like HS to UGS). Carole Rutten will notify students about submitting their Spring transcripts. If a student is not eligible for student programs then an exception can be heard or the student is terminated. HR is communicating through STB to these students. Students who have not submitted their spring transcripts will be automatically bumped up in salary but not the students who are in transition from HS to UGS for example.

STB doesn't have students looking at transcripts because of the privacy issue. HR does have students do it. HR has limited resources. Kurt said there is a national standard for electronic transcripts and this can be eventually used to speed up the process of getting transcripts reviewed however not every school is using it yet.

Kurt thanked HR for their efforts on this matter.

LIM Meeting Review:

“Mentors and Liaisons Serving Students” handout (ref #5/8/02a). Dave H. showed us the Student Liaison Listing with several divisions not listed with liaisons. After this was shown at the LIM meeting several divisions have contacted Dave to volunteer liaisons. Kurt said the LIM presentation went very well.

Clearances for Students:

Kurt said that Sandia students get L clearances the day they get their badges. It is applied for 6 weeks before their start date. Kurt called Paula Dransfield to see if LANL could do this and she said yes because the same organization that does Sandia clearances also does LANL's. Kurt will send a memo to Barb Stine requesting clearance slots for students for next year.

Student Programs Data:

Kurt will contact John Pantano regarding information on how many staff members were at one time students at LANL. Kurt stated that 260 students from the HS Super Computing Challenge have been hired at LANL.

SPAC Subcommittees:

(handout 5/9/02b) Bill is now the chair of the Public Relations Subcommittee. They will make more SPAC handouts for Monday's student orientation session. Student Recruiting will be a part of this subcommittee.

Other Items:

Bill described his BASIC computer training class for students. It is a free class.

Sheila W. will look into the training and testing form process so that we can help HSR-13 (ESH training) prepare for the influx of summer students and how to handle training them so that they can start work immediately.

Carole, Kurt, and Karen Burkett are looking into students taking training before they are hired on. They are supposed to be paid for required training but they wouldn't be in the payroll system yet if they are new students. They are looking into off-site approval.

Distinguished Student Performance Awards – Tech and Admin:

SPAC would like to receive nominations by the first week of July so that students can be selected and presented at the Student Symposium. June 10th the call for distinguished student award nominations will be sent out. Dave H. will ask Kurt if STB can handle the Mentor and Liaison Awards.

Mentor Online Training Update:

This subcommittee can contact Bev Faulkner from EDS to see if this training can be tracked on a training plan. However, it doesn't need to be on the training plan. It could just be a course that you take once per year. Gloria Brooks is another contact.

Housing and Transportation:

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report.

Web Team:

Bill R. would like feedback on the web page. He would like to know where the gaps are and any suggestions. Dave H. suggested getting an updated photo. Josh Smith is back with C division so Dave H. will ask him to take the picture.

Student Recruiting:

It should be stated in any future recruiting call communications that the time commitment for students on SPAC is anticipated to be 10% per week.

Last Items:

The outgoing student issues were discussed.

Danny V. mentioned that a Diversity affirmative action board will be formed with membership from EAC and CIAC as well as the diversity committees. He would like someone from SPAC to attend. Dave H. asked that the diversity office send a formal invitation via email.

The meeting was closed at 9:45 am.

Respectfully submitted,

Sheila Wasfey
Historian Team

Current and Outstanding Action Items

From 1/17/02 Meeting:

Need to select a vice-chair of sub-committees – Dave H.

From 1/31/02 Meeting:

Post archived meeting minutes on the SPAC web page - Sheila W.

From 2/14/02 Meeting:

A new chair of the Rapid Entry Subcommittee needs to be selected – Dave appointed Sheila W. **Done.**

Address issues students who stepped down expressed – SPAC This was presented and SPAC will consider them in future activities. **Done.**

From 2/21/02 Meeting:

Ideas for Recruiting Students:

Fill sub-committee vacancies. – Dave H. Sub-committees were looked at and most were filled or put on the low priority list. **Done.**

LIM meeting. – Kurt S. Dave H. presented and did a great job. **Done.**

From 3/14/02 Meeting:

Send out URL for full UC Boulder Study. - Carole R.

Do we have info on students working here as UGS, living here with parents, etc and then staying here for long term retention? Can we send out an email to lanl-all and ask if they were ever a UGS here? - Kurt is now looking into this (5/9/02).

Send a one-page letter to Michael Carlson in order to promote the call for student nominations in the Daily Newsbulletin. – Dave H.

Report on meeting with COC. – Carole R.

Set up a booth at the student picnic. – Dave H.

From 3/28/02 Meeting:

Subcommittee formed to look at online mentoring training. –headed by Tracy R.
Members: Randy, Jerry, and Sheila.

This committee is at work so this action item will be removed.

From 4/25/02 Meeting:

What is SPAC's influence over LANL Management policy when it pertains to students?
– Historian Team

Allen Hartford's response to HTSC report. – Dave H.

From 5/9/02 Meeting:

Carole will notify students about submitting their Spring transcripts.

Kurt will send a memo to Barb Stine requesting L-clearance slots for students for next year.

Kurt will contact John Pantano regarding info on how many staff members were students at LANL.

Bill and Jerry will work on getting more SPAC handouts and a flyer regarding student nominations for Monday's orientation.

Carole to update SPAC at the next meeting on the California company that was considering building student dorms. – **There is no new info.**

Sheila will look into the process of how students training plans are developed.

The Distinguished Student Awards subcommittee will send out a call for nominations by June 10th.

Dave H. will ask Kurt if STB can handle the Mentor and Liaison Awards.

Dave will contact Kurt about the progress on the workplans.

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report.

Josh Smith is back with C division so Dave H. will ask him to take a SPAC group picture.